



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

*INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		EDUCATION IN THE UNORGANIZED TERRITORY	
Department Contract Administrator or Grant Coordinator:			
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$11,608.000	Advantage CT / RQS #:	RQS 05C 20220504*1286
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		APPLE INC, Austin TX	
Brief Description of Goods/Services/Grant:		MacBooks, Mac Mini, & Apple Care	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input checked="" type="checkbox"/>	L. Other Authorization F2021 & F2022 TITLE V.

## Procurement Justification Form (PJF)

Please respond to ALL of the questions in the following sections.

### PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The laptops are needed for students in grades 2-8 attending Edmunds Consolidated School (ECS) to provide individual computer access when teachers are instructing students. There are 65 students attending ECS and all students share a device due to a lack of devices. Title V funds is being expended to support the purchase of the devices for the students attending Edmunds Consolidated School.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Apple is the preferred student instruction device due to its compatibility with the current Apple products in the Education in the Unorganized Territory school system. A quote was obtained from Apple as a measure to determine the cost of the needed devices.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Apple offers an education discount and options to bundle devices to schools purchasing Apple products resulting in more savings. The EUT schools are included in this discounted rate. The vendor provided a quote for Apple products, which the department deemed fair and reasonable.

4. Describe the plan for future competition for the goods or services.

The EUT will review all purchasing options allowed when we need to purchase computers for its student and staff for instructional in the classroom.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

☐ Yes – If Yes, please attach the approved Business Case(s).

☒ No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	6/24/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813478402243C...</small>		
Typed Name:	Joseph Zrioka	Date:	7/1/2022